**FORM DIS 3**

**DISCIPLINE RECORD FORM**

**\* FORMAL WARNING / DISMISSAL**

|  |  |  |
| --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Consecutive No. / | Year |

Today, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Full name Rank*

was found by the \* Master / Staff Captain / Chief Engineer / Hotel Director to be in breach of paragraph \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Code of Conduct. Details of the hearing are attached.

\* He/she is advised that this breach of the Code of Conduct contravenes clause ………… of the \* Code of Conduct / \* their Contract of Employment and that:

the \* Staff Captain / Chief Engineer / Hotel Director imposes this 1st Formal Warning

and that any further breaches of the Code of Conduct may be referred to the Master and could result in \* his/her dismissal from the ship.

The Master imposes a \* 1st/2nd Formal Warning and that any further breaches of the Code of Conduct will result in \* his/her dismissal from the ship.

The Master dismisses \* him/her from the ship.

I hereby acknowledge receipt of this

Discipline Record Form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Master / Head of Department*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Master / Head of Department Signature of the crew member and date of receipt.*

Comments by Crew member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Entry made in the Official Log Book \*Yes/No

Original- Staff Captain, Copy – Crew Manager, Crew member, Crew Purser / HR Manager

\* delete what is not applicable.